

PERSON/CLIENT SETUP

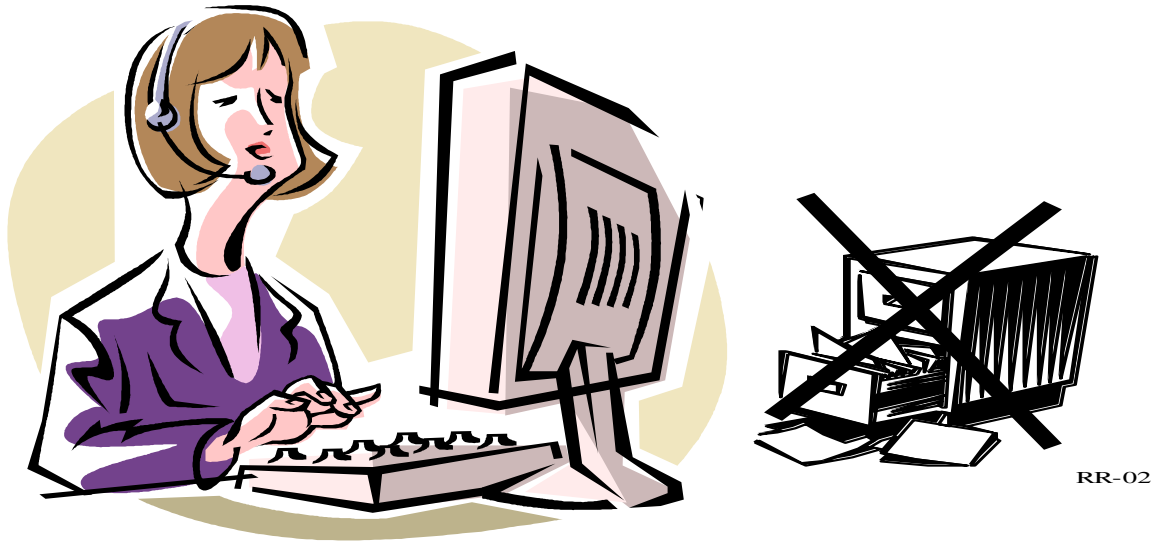
Person Details

Client Setup

Security & Transfers

Client History

Person Search



- The database index contains all persons with a CAPS ID
- Search for all people before entering them into the system
- After search criteria is entered, a list of matches will be displayed
- A person may be a person (with CAPS ID) before they are made a client
- A person becomes a client when:
 - A CAPS ID has been assigned to a worker on the AXED (Assignment/Transfers Detail) screen

PERS - Person Search

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSPERS PERSON SEARCH 11/10/2005 15:52

USER ID : C7TR15

CAPS ID : 00002089 00 NAME: FURST, ADAM

LAST NAME : washington

FIRST NAME : g

MIDDLE NAME : PHONETIC SEARCH : N

SSN :

DATE OF BIRTH :

RESIDENCE COUNTY :

SEX :

CAPS ID :

PATH:

4B :00.1 09/38

Connected to host 161.7.90.3 (TCP00521) NUM 3:52 PM

- Use this screen to lookup or find out if a person is known to CAPS. If the person is already in CAPS, do not add the person again.
 - Type search criteria, press ENTER
 - PERL (Person List) will display a list of all persons known to CAPS, beginning with the person on the list *directly above those that match the search criteria*, or a message displays indicating no matches were found
- Search criteria is one of the following:
 - Name, SSN, or CAPS ID
 - If the search criteria entered is the CAPS ID or SSN, only an exact match will be displayed if a match exists.
 - The name search can also be more refined by entering a combination of item (e.g. Last name and Date of Birth)
- Search by:
 1. SSN or CAPS ID, if available
 2. Last Name (as little as one letter can be used to do a search). CAPS will do an alphabetic search based on the character(s) you've entered.
 3. Last Name (or partial Last Name) with Y entered in the Phonetic Search. Useful for multiple word names & names that could be spelled/entered different ways.
- If a name contains a space, CAPS sorts it before the A's, alphabetically.

PERL - Person List

CAFSPerl PERSON LIST 03/07/2013 14:04
 USER ID : C84852 PAGE NO: 1
 CAPS ID : 00002095 00 NAME: HOLLING, PAULA

TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY

SEL	CAPS ID	NAME	DOB	AGE	SEX	SSN	CNTY	CAN /P C A
-	00002050	ROSENBERG, RICHARD	09/11/1962	50	M	516-77-4488		P
-	00012356	RUNNING CRANE, URSULA	04/20/1941	71	F	517-74-4423	51	Y
-	00002110	RUNNING WOLF, DREW						
-	00012356	RUNNINGCRANE, URSULA	04/20/1941	71	F	517-74-4423	51	Y

CAN/P: Child Abuse Neglect/Provider

- **C** = Involved in a CPS investigation where allegations were substantiated, and then took off.
- **P** = Person associated to a licensed provider/facility. Could be a group home employee, foster parent, etc.
- **B** = Both (C + P both apply to this individual)

PATH:

A person's CAPS ID stays the same forever.

- Displays information for persons that met the search criteria entered on PERS
- The select functions are listed at the top of the screen under the CAPS ID and NAME
- To change any detailed information for the person, type "M" in the SEL field next to the person for whom you want to modify information
 - The PERD screen will be displayed
- If a person is selected with an "I", PERD will be displayed in INQUIRE only - no changes may be made at this time
- "S" (select) can only be used if an F12 lookup is being done from CAPS ID field on another screen. This will "select" the person and bring the info back to the other screen.
- If person exists/is listed on PERL, use it. Have the assigned worker transfer if necessary.
- To add a new person to the database, press F11
 - The PERD (Person Detail) screen will be displayed in ADD mode
- F2 will return you back to PERS (Person Search)

PERD - Person Detail

CAFSPERD PERSON DETAIL 02/09/2012 9:44

USER ID : CS4566 MODIFY
CAPS ID : 00002107 25 NAME: ABBOTT, DAWNNA

LAST NAME : ABBOTT
FIRST NAME : DAWNNA AKA:
MIDDLE NAME : CAN: N

SUFFIX : P SSN VERIF:
SEL P/S-- SSN ---- SEL P/S-- SSN ----

ASSIGNED WORKER INFORMATION
WORKER ID: C7TR15 RGN: 4 CNTY: 025
NAME: FIFTEEN, TRAINEE
PHONE NO: 406 EXT:
SECONDARY:

ADDRESS
DRIVERS LICENSE ST: MT NUMBER: MT08101998
BIRTH DT : 08/10/1998 VERIF: AGE: 13 LINE1 : 202 N RODNEY ST
PLACE : LINE2 :
CITY : HELENA
STATE : MT ZIP CODE : 59601 - 4227
COUNTY: 25 LEWIS & CLARK
TELEPHONE :
DATE DECEASED :
SEX CODE : F FEMALE
ETHNICITY : CA
HSPNC ORGN : N IDENTITY VERIF:
MARITAL STATUS: NM DATE:

EMPLOYMENT
NAME : STATUS :
PHONE: INCOME : START DATE:
OCC: END DATE:
SHFT+F10=CLRSSN

PATH: |

Callouts:

- A(dd) P(rietary) (SSN)**: Points to the SSN selection fields.
- Display only (AXED). If blank, person is not a client.**: Points to the top right of the screen.
- Display only (ADDD)**: Points to the ASSIGNED WORKER INFORMATION section.
- Display only (EMPL)**: Points to the EMPLOYMENT section.
- Display only on PERD**: Points to the bottom right of the screen.

- The Person Detail screen is used to enter or display general information about persons in the system
 - This information is available to all workers
- If the ADD function (F11) was performed on PERL, CAPS will assign the CAPS ID when you press ENTER to update the screen. After Enter is pressed, you can F11 on PERD to add another person, as long as the last name is the same.
- For SSN's, indicate on the select field A (ADD), M(MODIFY), D(DELETE) and whether it is a P(Primary) or S(Secondary)
- ASSIGNED WORKER INFORMATION will be displayed once the person has been assigned to a worker on AXED (Assignment/Transfers Detail)
- RESIDENT ADDRESS information will be displayed once the ADDD screen is completed
- EMPLOYMENT information will be displayed once the EMPL screen is completed
- Last Name and First Name are the only fields required in order to create a CAPS ID

- Verifications for SSN and Date of Birth are received through an interface with the CHIMES system. Verifications for Identity are received through an interface with CHIMES, or entered by IVE unit staff. These verification fields are populated when the person is a Client, going into paid care, who has applied for Medicaid. These items verified via Interface (IN) cannot be updated in CAPS.

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CAFSPERD                PERSON DETAIL                02/09/2012    9:44
USER ID : CS4566  MODIFY
CAPS ID : 00002107    25    NAME: ABBOTT, DAWNNA

LAST NAME  : ABBOTT                ASSIGNED WORKER INFORMATION
FIRST NAME : DAWNNA                AKA: WORKER ID: C7TR15  RGN: 4  CNTY: 025
MIDDLE NAME:                      CAN: N    NAME: FIFTEEN, TRAINEE
SUFFIX     :                      P SSN VERIF:  PHONE NO: 406    EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ----  SECONDARY:
- P 158-80-9686 -
DRIVERS LICENSE ST: MT  NUMBER: MT08101998  ----- ADDRESS -----
BIRTH DT : 08/10/1998  VERIF:  AGE: 13  LINE1 : 202 N RODNEY ST
PLACE :                      LINE2 :
DATE DECEASED :                      CITY : HELENA
SEX CODE  : F  FEMALE                STATE: MT  ZIP CODE : 59601 - 4227
ETHNICITY : CA                      COUNTY: 25  LEWIS & CLARK
HSPNC ORGN : N  IDENTITY VERIF:  TELEPHONE :
MARITAL STATUS: NM  DATE:

----- EMPLOYMENT -----
NAME :                      STATUS :
PHONE:                      INCOME :
OCC:                      START DATE:
END DATE:

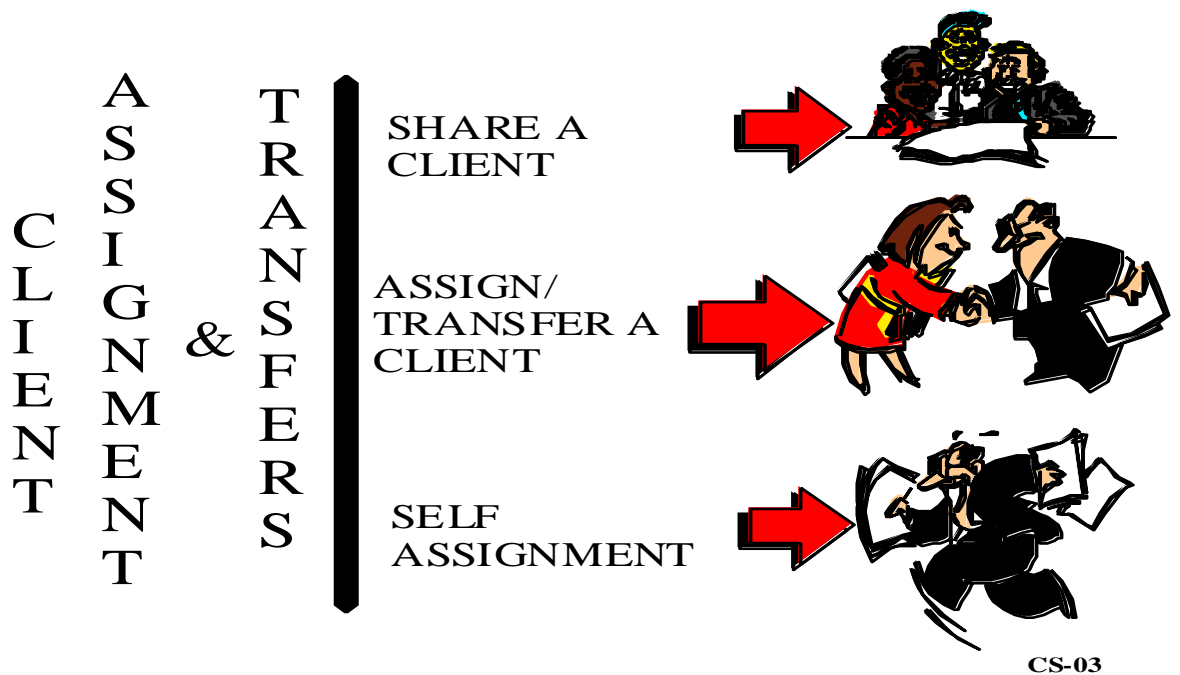
SHFT+F10=CLRSSN

PATH:

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Up to 6
ETHNICITY
codes
allowed.
Required for
clients.

- Up to six (6) ethnicity codes can be entered in the ETHNICITY field. When the worker presses F12 (code table lookup), six codes can be selected at one time. ABANDONED AT BIRTH, DECLINED, PARENT(S) INCAPACITATED and DECLINED are options.
- When Ethnicity field is entered, HSPNC ORGN field becomes required. Choices are Y, N, D, or U. Guidelines for this field are as follows:
 - 1) Type Y if the person is a Mexican, Puerto Rican, Central or South American person or person of other Spanish origin, regardless of race.
 - 2) The U means UNABLE TO DETERMINE and should be used rarely - only if the child is very young or is severely disabled and no person is available to determine whether or not the child is of Hispanic origin.
 - 3) The D means DECLINED and should be used if the person/client declines to provide this information.



- You can make assignments and transfers on one screen
- You can do different assignment/transfer processes in CAPS
 - Assign a person to become a client
 - Re-assign a closed client
 - Supervisors can assign clients
 - Make a permanent transfer of a client, facility or report
 - Share access of a client to multiple users
 - Grant temporary read only access

AXED - Assignment/Transfers Detail

CAFSAXED ASSIGNMENTS/TRANSFERS DETAIL 02/10/2011 7:46
USER ID : C7TR15

ENTER ENTITY TYPE BEING PROCESSED
(C-CLIENT, F-FACILITY, P-PERSON OR R-REPORT): C
PROCESSING CLIENT : 0002107
NAME : ABBOTT, DAWNNA

FUNCTION : S (ENTER A=ASSIGN, T=TRANSFER,
R=READ ONLY, S=SHARE)
COURTESY SUPERVISED?: Y
FROM USER : C7TR15 FIFTEEN, TRAINEE
TO USER : C7TR16 SIXTEEN, TRAINEE

TYPE : P (T=TEMPORARY, P=PERMANENT)

ENTER START DATE OF TRANSFER
OR CLIENT EFFECTIVE DATE: 02/10/2011
END DATE: 99/99/9999

IS THIS A PRIVATE ADOPTION AGENCY CLIENT (Y/N)? :

Remember to Shift+F4 to Confirm your entry!

FS900354 TO CONFIRM, PRESS F16(SHIFT+F4) . PATH: █

Type codes for
ENTITY TYPE,
PROCESSING
#, **FUNCTION**
fields & press
Enter if you want
CAPS messages
to guide you in
completing the
rest of the
required fields.

- The process of assigning a person to a worker makes the person a client.
- This screen can be used to:
 - Assign a person to a worker
 - Assign a client to a worker
 - Re-assign a closed client to a worker
 - Supervisor can assign a client to a worker
 - A worker can assign closed clients to their own caseload
 - A worker can share or grant temporary read only access for an entity.
- The F10 key allows you to select other persons from RELL (Relationship List) screen so multiple persons can be assigned to a worker at one time
- The system will not allow the worker to TRANSFER a client if
 - The client has any services that have any PENDING approval status

- The client has any payments that are in UNAPPROVED, INCOMPLETE or MAILED status. Contact Central Office if the system stops you from transferring due to payment details, as they can take care of these for you
- It is VERY IMPORTANT that if a transfer is taking place between agencies (i.e., DPHHS to DOC) that the transfer is done promptly. This does affect funding source information for the new worker if not done immediately.
- When a transfer occurs, an event record is created and stored in the system
- ASSIGNMENT – This grants permanent access to the worker assigned. Requires:
 - **Entity Type**
 - **Processing field** = ID number (CAPS ID, if assigning individual to yourself)
 - **Function** = A
 - **To User** = (c number)
 - **Client Effective Date**
 - **Private Adoption indicator**
- TRANSFER - This grants permanent/or temporary access to another worker for a client, facility or report. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = T
 - **To User** = (other worker's c number)
- SHARED ACCESS - This grants shared permanent/temporary write access of a client to multiple users at one time. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = S
 - **Courtesy Supervised** = Y/N (only for sharing of **clients**)
 - **To User** = (other worker's c number)
 - **Type** = T (temporary) or P (permanent). If T, **End Date** is also required.

Note: To terminate shared access, a Release is performed by entering an 'R' on the CSLL (Caseload List) screen of the worker who with shared access.
- READ ONLY - This grants temporary read only access with an expiration date no greater than five days. CAPS defaults the Client Effective Date to the current system date. If the End Date and Type fields are left blank, CAPS defaults the End Date to 5 days past current date, and the Type of T (Temporary).
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = R
 - **To User** = (other worker's c number)

CSLL - Caseload List

F4

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSCSL CASELOAD LIST 11/10/2005 16:06

USER ID : CS4566 PAGE NO: 3

DISPLAY C=CLIENTS,R=REPORTS OR B=BOTH: B VIEWING CASELOAD OF USER: CS4566

TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER

Client Placement History List

REPORT/ SEL	CAPS-ID	NAME	DATE	TYP	GOAL	IND	PERM	ALRT	R&R/	CLNT	CPHL
—	00002058	SCHAFER, JEREMY	03/10/99	A						C	
—	00002059	SCHAFER, MARY A	03/10/99	A						C	
—	00002082	SMITH, JOAN	03/10/99	A						C	
—	00002088	WASHINGTON, CAIN	03/10/99	A						C	P
—	00001006	CARL CLARK	03/10/99	A						R	
—	00001005	CAROLYN HAMMOND	03/10/99	A						R	
—	00001007	HOPE ROBINSON	03/10/99	A						R	
—	00001004	JUANITA GARCIA	03/10/99	A						R	
—	00001002	LARRY CARSONE	03/10/99	A						R	
—	00001003	OLE AND ANN GUSTOVSON	03/10/99	A							
—	00001001	PATRICIA KASKE	03/10/99	A							
—	00001023	WASHINGTON GEORGE	06/07/00	A							

TYP:
A(ssigned)
S(hared)
R(ead only)
P = Secured

PATH: 24/76

Connected to host 161.7.90.3 (TCP00521) 4:06 PM

- The Caseload List screen is used to select an open or closed client, a referral or a provider to work on or to transfer authority to another worker
- CSLL defaults to display B(oth) clients and reports for your caseload. You can update to display only clients or only reports, and you can also update the CASELOAD to view the caseload of another worker in your county (as long as you have the same supervisor).
- When a record is selected with an S, the client, provider or report is activated (loaded into the global record)
 - When ENTER is pressed, CLID, FACD or RRD1 will be displayed depending on if the selection is a client, a provider or a report
- If the user chooses the option to transfer a client by selecting with a T, the AXED (Assignment Detail) screen will be displayed
 - Multiple transfers or the transfer of an entire caseload is accomplished by selection of each client with the option (T)
 - The user will then cycle through transfer screen for each selected client, provider or report to enter the new worker number for transfer

CLID - Client Detail

CAFSCLID	CLIENT DETAIL	04/07/2010	10:57
USER ID : CS4566	MODIFY		
CAPS ID : 00002112	25	NAME: COLBERT, DAWNNA	
ADDRESS LINE1 : 204 POWELL	OPEN FOR SERVICE (Y/N) : Y		
ADDRESS LINE2 :	EFFECTIVE DATE : 01/02/1998		
CITY : HELENA	CLOSURE DATE : 99/99/9999		
STATE/ ZIP : MT 59624 - 0778	CLNT CATEGORY : CH CHILD		
TELEPHONE : 406 442-3469	FINANCIAL CNTY: 25 LEWIS & CLARK		
WHOSE ADDRESS : PLP PLACEMENT PROVID	PLACEMENT TYPE: OUT OF HOME CARE		
HEIGHT : 4 8	WEIGHT : 105	EMERGENCY CONTACT PHONE: 406 443-6500	
HAIR : BRN BROWN	NAME : MARY REYNOLDS (AUNT)		
EYES : HZL HAZEL	BIRTHMOTHER MARRIED AT TIME OF BIRTH: Y		
BIRTH DATE : 08/10/1998	AGE : 11	PREVIOUSLY ADOPTED : N AGE :	
ETHNICITY : CA	PREGNANT - DUE DATE:		
HSPNC ORGN : N	SPECIAL NEEDS : Y NUMBER SIBLINGS: 1		
RELIGION : LUT LUTHERAN	SSN : 158-80-9866		
CITIZENSHIP: US U.S. CITIZEN			
SCHOOL NAME : FOUR GEORGIANS ELEM	EXPECT TO GRAD. BY AGE 19:		
CONTACT NAME : GEORGE GLOBE			
PHONE : 406 443-9510	DATE ENTERED 08/31/04 - LEFT 99/99/99	GRADE : K	
PATH:			

- This screen is used to capture and display detailed demographic information about a specific client
- Required fields on this screen are:
 - Birth date
 - Ethnicity
 - Hispanic Origin
 - Client Category
 - Financial County
 - Birthmother Married at Time of Birth (if Client Category is “CH” – child)
 - Previously Adopted (if Client Category is “CH” – child)
- If the ETHNICITY code is American Indian (AI) or Alaskan Native (AN) the system will automatically take you to the ICWD (Indian Child Welfare Detail) screen
 - Not required for DOC clients

RELL - Relationship List

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSRELL RELATIONSHIP LIST 11/10/2005 16:12
 USER ID : CS4566 MODIFY PAGE NO: 1
 CAPS ID : 00002084 25 NAME: FURST, EVE

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE

REL --INDICATORS--
 SEL TYP DESCRIPTION NAME HH PC LC FR SD CAPS ID

—	SFR	STEP FATHER	WASHINGTON, GEORGE	N	N	N			00002086
—	BRO	BROTHER	FURST, ADAM	N	N	N			00002089
—	STB	STEP BROTHER - MARR	WASHINGTON, CAIN	N	N	N			00002088
—	BMR	BIRTH MOTHER	WASHINGTON, MARTHA	N	N	N			00002087
—	STB	STEP BROTHER - MARR	WASHINGTON, ABLE	N	N	N			00002085

This REL TYP code reflects how the listed person is related to Eve.

FS900001 NEW INFORMATION DISPLAYED . PATH: 24/76

Connected to host 161.7.90.3 (TCP00521)

- This screen will display a list of other persons in the system that are associated with a specific person and describe their relationship to that person
- A person must have a CAPS ID in order to form a relationship with a primary person
- You can INQUIRE, MODIFY, COPY or DELETE relationship information
 - You can “C” (COPY) certain details to be associated with multiple people
- To ADD a person you would use the F11 function and add on the RELD (Relationship Detail) screen
 - If you do not know the CAPS ID for a person you want to ADD then you will have to do a person search
- SD (Secured Description): If a person’s relationship is perpetrator, then a relationship of perpetrator would be indicated in the secured description on RELD
 - CAPS then creates the reverse relationship (RVS) for the victim to the perpetrator

RELD - Relationship Detail

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSRELD RELATIONSHIP DETAIL 11/10/2005 16:14

USER ID : CS4566 MODIFY

CAPS ID : 00002084 25 NAME: FURST, EVE

PRIMARY PERSON CAPS ID : 00002084 NAME : FURST, EVE

ADDRESS: 1010 FRANK ST

HELENA MT 59601 -

PERSON ASSOC W/PRIMARY : 00002087 NAME : WASHINGTON, MARTHA

HOUSEHOLD IND (O/S) : O ADDRESS:

PHYSICAL CUSTODY : N

LEGAL CUSTODY : N -

FINANCIALLY RESPONSIBLE: Y

RELATIONSHIP TYPE : BMR BIRTH MOTHER

SECURED DESCRIPTION :

COMMENTS :

SHFT+F12=FULL

PATH:

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00521)

NUM 4:14 PM

- This screen is used to DISPLAY, MODIFY or ADD detail relationship information for a person who is related to a primary person
- The secured description field is only accessible to a worker with the appropriate security
 - This information can describe the relationship to a person, such as victim, perpetrator or possibly both
- After updating on RELD, additional relationships can be added to the primary by pressing the F11 key

ADDL -Address List

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSADDL ADDRESS LIST 11/10/2005 16:16
USER ID : CS4566 PAGE NO: 1
CAPS ID : 00002089 27 NAME: FURST, ADAM

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

START

SEL	DATE	ACT TYP	ADDRESS	CITY	ST	DIR
—	11/10/05	Y R	57 WOLF SONG DR	REXFORD	MT	

PATH: █

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00521) NUM 4:16 PM

- The Address List screen is used to display a history of addresses associated to a person in the CAPS system
 - The most recent record is displayed at the top of the list
 - The person may have only one open MAILING address, only one open RESIDENCE address but you may have multiple ALTERNATE addresses at a time
- On this screen you can INQUIRE, MODIFY or DELETE an address

ADDD - Address Detail

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSADDD ADDRESS DETAIL 11/10/2005 16:16

USER ID : CS4566 MODIFY

CAPS ID : 00002089 27 NAME: FURST, ADAM

LAST UPDT: 11/10/2005 BY: C7TR15 FIFTEEN, TRAINEE

ADDRESS TYPE : R RESIDENCE (PHYSICAL)

WHOSE ADDRESS : SLF SELF

ADDRESS LINE1 : 57 WOLF SONG DR

LINE2 :

CITY : REXFORD

STATE : MT ZIP CODE : 59930 - 9517

FOREIGN ADDR :

COUNTRY : CANADIAN PROV:

COUNTY : 27 LINCOLN

TELEPHONE : 406 889-3255

START DATE : 11/10/2005 END DATE : 99/99/9999

DIRECTIONS :

PATH:

4B :00.1 06/18

Connected to host 161.7.90.3 (TCP00521)

- The Address Detail screen is used to DISPLAY, MODIFY and ADD information about a person's address
 - Address types are ALTERNATE, MAILING, PLACEMENT, RESIDENCE and WARRANT PAYMENT ADDRESS
- Using the F10 function key you may associate this address with other persons
- To ADD a new address, enter the TYPE and known data
 - START DATE is required; if no END DATE is entered, CAPS will input 99/99/9999 indicating that the address is still open
- When an address changes or is no longer valid, enter the corresponding end date
- The DIRECTIONS line may be used for directions, hazards or dangerous situations
- The date and name of the worker that last updated the screen will display

EMPL - Employment History

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSEMP EMPLOYMENT HISTORY 11/10/2005 16:25

USER ID : CS4566 MODIFY PAGE NO: 1

CAPS ID : 00002086 00 NAME: WASHINGTON, GEORGE

TO SELECT, A=ADD, M=MODIFY OR D=DELETE

SEL

— PROVIDER NUMBER :

NAME : BINFORD INC PHONE: 406 555-6666

ADDR1: 1541 MAIN START DATE: 04/01/2004

ADDR2: END DATE: 99/99/9999

CITY : HELENA STATE: MT ZIP CODE: 59601 -

OCC: SALES MANAGER

INCOME: 3400.00 STATUS: FT FULL-TIME

HOURS PER MONTH:

— PROVIDER NUMBER :

NAME : PHONE:

ADDR1: START DATE:

ADDR2: END DATE:

CITY : STATE: ZIP CODE: -

OCC:

INCOME: STATUS:

HOURS PER MONTH:

FS900018 UPDATE SUCCESSFUL . PATH: ■

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00521) NUM 4:24 PM

- This screen is used to record and display information about a person's employment
- You can ADD, MODIFY or DELETE employment information on this screen
- Enter the name of the EMPLOYER, START and END DATES (if applicable) of employment, ADDRESS, OCCUPATION and SALARY information for each job
 - Use monthly salary (before deductions) for income
- If a person is associated with a provider in CAPS, that information will display if it has been entered on PRPL (Provider Person List)
- Employment records are displayed in reverse chronological order (most current first)
 - The most current employment record will display at the bottom of the PERD (Person Detail) screen